

# LONDON BOROUGH OF RICHMOND UPON THAMES

Borough Swimming Championship 2016

Saturday 22nd October

Teddington Pools & Fitness Centre

Under ASA laws & Technical Rules of Swimming

Under the auspices of Teddington SC

Licence No: 4LR161923

Ages as at 22nd October 2016

Promoter: Sarah Whitbread

Referee: Jeanette Edmiston

Closing Date for Entries: Monday 28<sup>th</sup> September 2016

**S U P P O R T E D B Y**

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*LONDON BOROUGH OF  
RICHMOND UPON THAMES*

# IMPORTANT INFORMATION

*and*

## RULES FOR ENTRY INTO THE GALA

### Introduction

The 2016 Richmond Borough Swimming Championship will take place Saturday 22nd October 2016 at Teddington Pools and Fitness Centre.

This event would not be possible without the support of Richmond Sports Development & Teddington Pools & Fitness Centre

This Competition will be held as an ASA level 4 licensed meet. The times achieved at this gala will be submitted to the ASA National ranking database, please note that the times of swimmers eight years and under will not be recorded by the ASA.

**Please make sure you check the closing date below if you plan to enter.**

**NB.** Multiple applications from one swimmer will be accepted. Second and subsequent forms will be treated as additional entries. Existing entries will only be scratched if a swimmer has clearly indicated they wish to withdraw from an event.

### Who can Enter?

ASA registered Category 1 or 2 members, who

- is registered via Teddington Swimming Club, Barnes Swimming Club, Richmond Swimming Club, Feltham Swimming Club, LBHSC, Hounslow Jets, Elmbridge Phoenix Swimming Club or Kingston Royals Swimming Club
- attend any school in the London Borough of Richmond,
- are residents of the London Borough of Richmond

& was born between **1<sup>st</sup> January 1998 and 31st December 2008** can enter the Competition. Details of the school or club must be put on the application form, together with the applicants address and ASA number

### Age Groups

Ages are as at midnight on 22nd October 2016

### Distances & Age Groups

Age Group	Gender	Events:
9 years & under	Male & Female	50m Back, Breast, Butterfly & Freestyle
10 years		
11 years		
12 years		
13 & 14 years		
15 to 18 years		
10** & 11 year	Male & Female	100m Back, Breast, Butterfly, Freestyle  ** 10 year girls and boys can swim 100m events in combined age group – points scored will not contribute to the 10 year girls & boys awards
12 years	Male & Female	
13 & 14 years	Male & Female	
15 to 18 years	Male & Female	

## How to enter?

- **via your swimming club, who will submit a Hytek entry**
- **or using the entry form**
- **Cost:** £4.25 per event, (this includes the ASA's 20p levy). **Minimum £8.00** regardless of the number of events entered.

**Payments by:** Bank Transfer to Barclays, Teddington Swimming Club

sort code 20-96-89, Account No. 33398293 reference LBRUT & the swimmer's name & ASA Number

or by Cheque payable to Teddington Swimming Club

## Closing Dates for Entries

YOU MUST return completed forms or a club Hytek entry file

- by e-mail to [info@richmondboroughswimsquad.co.uk](mailto:info@richmondboroughswimsquad.co.uk) (if sending by email please include the swimmers name in document file name for individual entries),
- by post marked 'Borough Championship Entries' c/o 42 St James's Avenue, Hampton Hill TW12 1HN

### **to arrive by**

- Friday 30<sup>th</sup> September

**LATE ENTRIES WILL NOT BE ACCEPTED.**

A Hytek entry file is available from [info@richmondboroughswimsquad.co.uk](mailto:info@richmondboroughswimsquad.co.uk) for club entries. Any club submitting more than 6 entries must do so using Hytek.

Within a week of the closing date, a list of accepted entries will be sent to the competing clubs. It is the responsibility of all swimmers who submitted an entry to check if the entry has been accepted.

## Awards

Age Group Awards will be presented to the swimmers gaining the most points from all events for the age groups or competition, as specified on the entry form: 1st place = 6 points, down to 6th place = 1 point.

AGE GROUP Awards will be awarded to the best boy and girl as follows.

Best boy or girl in 9 & under & 10 years age groups from the four 50m events

Best Boy or girl in the 11 years, 12 years, 13 to 14 years & 15 to 18 years age groups from all 8 events

In the event of tied points two or more trophies will be presented per age group.

**These Awards will be keepsakes for the winners to retain.**

## Schedule of Events

### Schedule of Events

Event Number	Events	Approx start time
Session 1 - Sign in 11:30- 12.10pm, Doors 12:30 Warm up 12:40 Start 1:30pm est finish 4:30 pm		
1.	Girls 50m Freestyle	
2.	Boys 50m Freestyle	
3.	Girls 100m Breaststroke	
4.	Girls 100m Breaststroke	
5.	Girls 50m Backstroke	
6.	Boys 50m Backstroke	
7.	Girls 100m Butterfly	
8.	Boys 100m Butterfly	
Session 2 - Sign in 2:45 - 3:45pm, Warm up 5:00pm, Start 5:30pm est finish 8:00pm (subject to entries for sessions 1)		
1.	Girls 50m Breaststroke	
2.	Boys 50m Breaststroke	
3.	Girls 100m Freestyle	
4.	Boys 100m Freestyle	
5.	Girls 50m Butterfly	
6.	Boys 50m Butterfly	
7.	Girls 100m Backstroke	
8.	Boys 100m Backstroke	

*Please note Spectators will not be allowed to enter reception or the balcony until Doors open at 12:30pm. Swimmers will not be allowed to enter the changing rooms or Pool hall until the preceding public session has finished and the public have cleared poolside & showers. Swimmers will be able to wait in the schools changing after signing in, space permitting! Girls will be admitted first a marshal will supervise entry.*

**Spectators will need to wait outside the building until doors Open**

## PROMOTER'S CONDITIONS

Licence No: 4LR161923

1. All events will be conducted in accordance with the ASA Technical Rules for Swimming
2. The gala will be run short course(25m) The pool is 25m long, 6 lanes with anti-wave lane ropes. The depth of water is 0.9m at the shallow end and 2.0m at the deep end.
3. Dolphin semi-automatic timing equipment will be used to assist recording of swimmers times.
4. Competitors ASA registration numbers MUST be included on the entry form.
5. The closing date for entries will be
  - o Friday 30<sup>th</sup> September 2016No late entries will be accepted.
6. Ages will be as at 22nd October 2016.
7. Entries
  - a. for clubs submitting more than 6 entries should be using a Hytek entry file.
  - b. For Teddington Swimming Club members should be via the Club's online entry facility.
  - c. Other entries should use the official entry forms or email forms. The form must be fully completed and legible. Incomplete or illegible entry forms will not be accepted.
  - d. All entries must be accompanied by payment
8. The Promoter is using Hytek software and this will be a card-less meet. All swimmers must therefore sign-in for each event they are swimming. Sign in will be 30 minutes prior to the commencement of the session warm-up. Swimmers, who know they will not be attending can email [info@richmondboroughswimsquad.co.uk](mailto:info@richmondboroughswimsquad.co.uk) prior to the gala to cancel. Any cancellations not received by Friday 30th September will still be charged.
9. All events are seeded from slowest to fastest according to entry time. Entries without entry times will swim before those with entry times. Swimmers with no entry time will be seeded by age youngest to oldest.
10. The final heat of each event will be swum in a spearhead formation
11. Over the top starts will be used at the discretion of the Promoter and the Referee.
12. Medals (Gold, Silver & Bronze) 3 swimmers in each age group for each event. Medallists will be announced as soon as possible after each race has finished. Medals will be available from the Medals desk during the gala. Medals not collected will be given to Club coaches or swimmers should provide a stamped addressed envelope.
13. **Age Group Awards:** It is intended that these will take place on the day.
14. Entry for spectators will be £4 per adult for one or two session, payable on the door. Children under 5 will be admitted free of charge, but must be supervised. Wrist bands will be issued and MUST be worn by those on the balcony. Wrist bands will be used to check spectators have paid at the start of the second session.

15. A raffle will take place during the event, raffle tickets will be sold at the spectator entry desk, prize winners will be announced at a suitable time agreed by the referee. All prizes must be claimed on the night.
16. The Programme will be emailed to Clubs prior to the gala for distribution to parents & swimmers. Hytek Meet Mobile will be used to publish heats and results.

#### 17. Video Recording/Photography/Mobile Telephones

- In accordance with the recommendations of the ASA Child Protection Policy, any person wishing to engage in video, zoom or close range photography, including the use of mobile telephones with photographic capabilities, must first register their details on the form provided at the entrance desk. They will be provided with an identification wrist band (permit) which must be worn at all times.
- There should be no flash photography at the start of each event.
- The Promoter reserves the right to refuse the granting of a permit.
- It is requested that all mobile telephones are switched off or switched to silent during the competition.
- A Club photographer may be present during the competition. If you do not wish your child to be photographed please inform the Chief Whip or Promoter on the night during warm up.

18. **Data Protection** Swim meet entries and results will be managed on a computer. By submitting entries, consent is thereby given, as required under the Data Protection Act 1984, to the holding of personal information on a computer.

19. **Safety:** All participants and spectators must observe all safety precautions in operation at the pool and follow instructions of Pool Staff and the Referee.

- Prior to leaving poolside, swimmers must dry off and put on appropriate clothing and footwear.
- Swimmers leaving the pool hall should exit via the wet-side changing rooms.
- Swimmers in wet swimwear & without shoes are not allowed in the pool reception or on the balcony.
- Spectators are not permitted to sit in the swimmers' area.
- Only accredited Coaches/team managers, officials and volunteers should be on the poolside during the gala
- No shoes worn outside to be worn on the poolside. Footwear must be worn outside the pool area
- Swimmers should remain in their relevant marshalling area to ensure that they do not miss their race(s).
- Fire exits should not be obstructed
- Spectators should not use the fire exits to gain entry or watch events.
- Swimmers and parents should not to approach the recorders' desk. The results of each event will be announced as soon as they become available and will be displayed at poolside for swimmers and in the Foyer for spectator.
- No glass, fragile items or hot liquids should be taken onto poolside.
- Anyone at poolside should take care not to drop any transparent bottle tops
- ALL RUBBISH SHOULD BE PLACED in the bins provide
- Abusive behaviour and language will not be tolerated.
- These rules are in the interest of safety.

20. All visiting clubs must ensure that team managers/coaches and officials comply with the ASA Child Protection Policy.

21. No warm up / swim down facility is available. Swimmers should not enter the adjacent teaching pool. It will be the responsibility of the coaches & team managers to ensure that their swimmers comply with this rule. The teaching pool will not be covered in line with the TP&FC Normal Operating Procedures.
22. No charge will be made for Team Manager/ coaches. ASA Guidelines state that the ratio of swimmers to “minders” should be 10:1
23. Refreshments will be available, free of charge, between each session for coaches, officials and non-technical volunteers.
24. The Promoter reserves the right to restrict further the entry if required for timing purposes (please note space at poolside is limited, the minimum fee has been set to discourage swimmers entering only one race. The capacity at poolside is around 150 swimmers for health & safety. We have not restricted the number of events a swimmer can enter but we may need to do this to keep within the time allocated). Entries will be accepted on a first received & paid first allocated basis.
25. The Promoter reserves the right to amend the Conditions, without prior notice, to ensure the smooth running of the Championships. By submitting an entry participants have deemed to agree to such decisions.
26. Failure to comply with any condition may result in disqualification.

## Teddington Pool & Fitness Centre

Vicarage Road  
Teddington, Middlesex  
TW11 8EZ  
0208 977 9911

NB PARKING CHARGES APPLY in the car park on SATURDAY to 5:00pm and restrictions apply on Vicarage Road until 6:30pm **Everyday**

**Please do not use the Staff or Hydro Therapy Pool Car Park or Park on the verges**





## LONDON BOROUGH OF RICHMOND UPON THAMES Borough Swimming Championships 2016

(under ASA Laws and FINA Technical Rules License 4LR161923)

Promoter: Sarah Whitbread

### Saturday 22nd October at Teddington Pools & Fitness Centre

All entrants must be ASA registered members of either an invited swimming club, or attending a school in the Borough of Richmond, or living in the Borough of Richmond and born between 1st January 1998 and 31st December 2008. Please note your affiliation on the form below.

To enter YOU MUST return completed forms or a Hytek entry

- by e-mail to [info@richmondboroughswimsquad.co.uk](mailto:info@richmondboroughswimsquad.co.uk) (if sending by email please include the swimmers name in file name for individual entries),
- by post marked 'Borough Championship Entries' c/o 42 St James's Avenue, Hampton Hill TW12 1HN

A Hytek entry file is available from [info@richmondboroughswimsquad.co.uk](mailto:info@richmondboroughswimsquad.co.uk) for club entries. Any club submitting more than 6 entries must do so using Hytek.

**Completed forms must be received by Friday 30<sup>th</sup> September 2016.**

Please tick the events you wish to enter or write your consideration time in the space (if known).

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#### LONDON BOROUGH OF RICHMOND UPON THAMES SWIMMING CHAMPIONSHIPS ENTRY FORM

Distance	Backstroke	Breaststroke	Freestyle	Butterfly
50m				
100m ( <b>Boys &amp; Girls 10 &amp; over</b> )				

First Name .....Surname ..... Gender **M / F**  
 .Affiliation...school/club/other..... School/club name ..... Date of birth.....  
 ASA No. .... E-mail.....  
 Address..... Phone Number.....  
 Town..... Postcode.....  
 No of events..... Entry fee at £4.25 per event **minimum** £8:00 per swimmer .....

**Bank Transfer to Barclays, Teddington Swimming Club**

sort code 20-96-89, Account No. 33398293 reference LBRUT & the swimmer's name & ASA Number

or by Cheque payable to Teddington Swimming Club

Please indicate if you can provide any officials for the gala

Name.....Role.....Contact No.....

Please note: a professional photographer may be present and photographs may be taken. If you do not wish to be photographed please tick the box.

I confirm I have read the Information and Promoters Conditions